

DD/A 76-0783

18 February 1976

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology

SUBJECT : Regulatory Responsibilities and Authorities

1. In connection with our on-going analysis of the Agency regulatory system, I have asked to have prepared specific statements extracted from current Agency regulations on the responsibilities and authorities of the four (4) Deputy Directors.

2. Attached for your review and use is such a statement. Should your review of this material bring about any observations you feel might be helpful, I would be grateful for their receipt.

/s/ John F. Blake

John F. Blake  
Deputy Director  
for  
Administration

Att

Orig - DD1 w/Att  
1 - DDO w/Att  
1 - DDS&T w/att  
1 - AI-DD/A

① - DD/A Subject w/ att  
1 - DE/A Chrono  
1 - JFB Chrono

DD/A:JFBBlake:der (18 Feb 1976)

DDA 76-5235

21 October 1976

MEMORANDUM FOR: Inspector General

FROM : John F. Blake  
Deputy Director for Administration

John:

1. I return for your final review your memorandum to me of 4 October concerning the headquarters regulations relating to grievance procedures.

2. You will see the positions taken by both the Office of Personnel and the Office of General Counsel. The Office of General Counsel's position was taken subsequent to Fred Janney's and he did not have the benefit of seeing it. I have made it available to him and he agrees with it. Accordingly, if agreeable with you, I will have the regulations amended to include the spirit of the observations in paragraph 2 of Tony Lapham's memorandum.

(s) Jack B.  
John F. Blake

Atts

Distribution:

Orig - IG w/Att

X - DDA Subject w/atts (DDA 76-5195 w/atts: Memo to  
Director of Personnel fr [REDACTED] Same Subj  
dtd 7 Oct 76 w/atts fr IG and OGC

1 - DDA Chrono w/o atts

1 - JFB Chrono w/o atts

DDA:JFBBlake:der (21 October 1976)

1- OGC

STATINTL

Administrative - Internal Use Only

OGC 76-5746

15 October 1976

MEMORANDUM FOR: Inspector General

FROM: Anthony A. Lapham  
General Counsel

SUBJECT: Revision of HR [REDACTED] (Grievance Procedures)

STATINTL

1. I agree that employees should be advised by regulation of their option to proceed directly to the Inspector General with grievances, especially in light of the mandate found at sections 6(b) and 6(c)(3) of Executive Order 11905.

2. To take account of the Director of Personnel concerns, it might be appropriate to add to the proposed paragraph (4) of HR [REDACTED] language to make explicit what I think is implicit anyway; namely, that a direct channel to the Inspector General is not meant to discourage resort to the normal chain of command, but only to provide an alternative where normal procedures would be futile or counter-productive.

STATINTL

[REDACTED]  
Anthony A. Lapham

STATINTL

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Approved For Release 2001/08/27 : CIA-RDP79-00498A000300060005-7

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: John H. Waller  
Inspector General  
2 E 24

EXTENSION

6565

NO.

DD/A Registry

DATE 8 OCT 1976

76-5195

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel  
5 E 58

2.

3. Office of General Counsel  
7 D 01

4.

5. Deputy Director for Administration  
7 D 26

6.

7.

8.

9.

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11.

12.

13.

14.

15.

1 to 5: STATINTL

The Inspector General recommends that HR [REDACTED] "Grievance Procedure," be changed to add that a grievance may be taken directly to the Inspector General without regard to the normal chain of command. I non-concur based on the statement set forth in the attached memorandum from Mr. [REDACTED] Chief, Special Activities Staff, who is my action officer in reviewing cases brought to us under HR [REDACTED]. We stipulate that any employee may see the Inspector General at any time but believe that where we have an established procedure we should be encouraging our employees to follow it.

(Signed) F. W. M. Janney

F. W. M. Janney

Dist:

0 - DDA

1 - OGC

2 - D/Pers (1 w/held)

STATINTL

OD/Pers/[REDACTED]:jwn (8 Oct 76)

FORM  
3-62

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USE PREVIOUS  
EDITIONS

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Approved For Release 2001/08/27 : CIA-RDP79-00498A000300060005-7

7 October 1976

MEMORANDUM FOR: Director of Personnel

FROM : [REDACTED] STATINTL  
Chief, Special Activities Staff

SUBJECT : Comments Concerning Headquarters Regulation  
Relating to Grievance Procedures

1. I do not believe that you should concur in the attached proposed changes to Headquarters Regulation [REDACTED] submitted by the Inspector General. STATINTL

2. In my opinion we are dealing with an overall "procedure." Using the language of the Civil Service Commission on this point, the "procedure" should be as simple as possible consonant with a bona fide consideration of the grievance. It should encourage settlement of matters at the lowest possible administrative level and in the shortest possible time. Normal day-to-day discussions between employees and supervisors regarding working conditions and related employment matters are the most constructive and expeditious means of developing and enhancing favorable and effective work relations. Each employee should have the right to present matters to his supervisor and each supervisor has the obligation to act promptly and fairly upon them, seeking advice and assistance of others when necessary. Each employee is expected to make a maximum effort to achieve the settlement of his grievance within his own office.

3. To point out to employees in the grievance procedure that they have a right to go directly to the Inspector General would, in my opinion, appear to encourage them to "short circuit" the very thing we want to encourage, namely to establish a dialogue between the supervisor and the employee in an attempt to correct a situation before it gets out of hand or before it is necessary to refer the matter to higher authority.

[REDACTED] STATINTL

Attachments

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

INSPECTOR GENERAL

76-3078

4 October 1976 IERS 76-2933

OFC 76-5593

MEMORANDUM FOR: Deputy Director for Administration  
THROUGH : Director of Personnel  
Office of General Counsel  
FROM : John H. Waller  
Inspector General  
SUBJECT : Headquarters Regulations Relating to Grievance  
Procedures

STATINTL

The employee grievance procedure outlined in HR [REDACTED] (copy attached) omits mention of an option that is available to the employee to take his grievance directly to the Inspector General. The only procedure provided by this Regulation requires that the employee pursue his grievance through the chain of command. Since the employee's grievance often relates to this very chain of command he may be understandably reluctant to register his complaint with the people he is complaining about. I believe it is important that the employee be aware that grievances can be taken directly to the Inspector General, and request that the attached proposed paragraph (4) be added to the Headquarters Regulation [REDACTED] to make this clear, as well as to make the grievance procedure consistent with the provisions of HR [REDACTED] relating to the mission and responsibilities of the Inspector General.

STATINTL

STATINTL

John H. Waller

Attachment  
As stated

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STATINTL

Addition to HR [REDACTED] Grievance Procedure

(4) The employee also may take any grievance directly to the Inspector General at any time and without regard to the normal chain of command. The Inspector General will treat such grievances on a highly confidential basis and, at his discretion, outside the normal chain of command.

NON-CONCUR:

(Signed) F. W. M. Janney

8 OCT 1976

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
DATE

CONCUR:

[REDACTED]  
Office of General Counsel

19 OCT 1976

\_\_\_\_\_  
DATE

APPROVED:

\_\_\_\_\_  
Deputy Director for Administration

\_\_\_\_\_  
DATE

ADMINISTRATIVE-INTERNAL USE ONLY

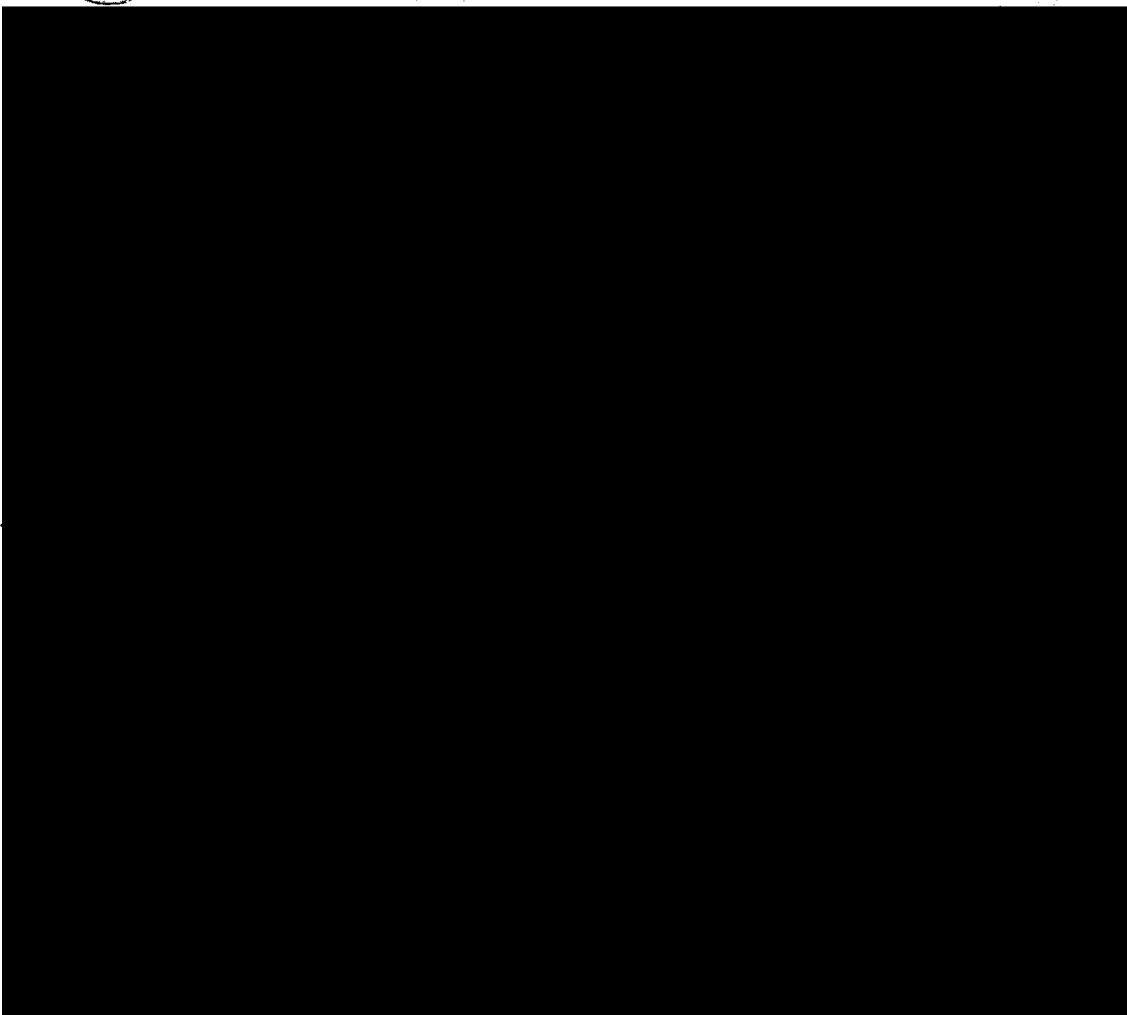
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PERSONNEL

## 7. GRIEVANCE PROCEDURE

- a. **DEFINITION.** A grievance is an employee's expressed feeling (oral or written) of dissatisfaction with any aspects of his working conditions and relationships which are outside his control.
- b. **POLICY.** It is Agency policy that employees have the opportunity to present grievances for prompt and equitable consideration and disposition.
- c. **PROCEDURES**
  - (1) The immediate supervisor will attempt to bring about a satisfactory resolution of the employee's grievance. The employee may take any unresolved grievance up through the normal chain of command within his own component.
  - (2) If a satisfactory adjustment is not reached in the employee's own component, he may ask for a review of his case by the Director of Personnel.
  - (3) The employee, if still dissatisfied, may submit an appeal, through the Inspector General, to the Director of Central Intelligence whose decision is final.

(4)



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### 3. INDEPENDENT OFFICES

#### a. OFFICE OF THE INSPECTOR GENERAL

(1) **THE INSPECTOR GENERAL.** The Inspector General is charged with directing and coordinating the activities of the Inspection Staff and the Audit Staff in conducting special investigations, inspections of organizational components, and audits on behalf of the Director throughout the Agency, both at headquarters and in the field, and performing such other functions as may be prescribed by the Director. The position of the Inspector General is equivalent to that of a Deputy Director. The Inspector General shall have access to any information in CIA necessary to perform his assigned duties. In compliance with Executive Order 11905, dated 18 February 1976, the Inspector General will (provisions of the Executive Order are quoted in *italics*):

- (a) *Transmit to the Intelligence Oversight Board reports of any activities that come to his attention that raise questions of legality or propriety.*
- (b) *Report periodically, at least quarterly, to the Intelligence Oversight Board on his findings concerning questionable activities, if any.*
- (c) *Provide to the Intelligence Oversight Board all information requested about activities within the CIA.*
- (d) *Report to the Intelligence Oversight Board any occasion on which he was directed not to report any activity to the Board by the DCI.*
- (e) *Formulate practices and procedures designed to discover and report to the Intelligence Oversight Board activities that raise questions of legality or propriety.*

(2) **INSPECTION STAFF.** The Chief, Inspection Staff will:

- (a) Conduct periodic inspections of all CIA offices for compliance with CIA authority and regulations, as well as for effectiveness of their programs in implementing policy objectives; conduct unannounced inspections of any organizational component of CIA when it appears necessary.
- (b) Survey and evaluate any problem area or subject called to his attention by CIA employees, by his own investigations, by the Director, or by the CIA Management Committee, or upon request of the responsible Deputy Director or Head of Independent Office, reporting his findings and conclusions as appropriate.
- (c) Provide a forum wherein CIA personnel may, on a highly confidential basis, confide grievances or complaints that have not received satisfactory consideration through normal channels of command. The Inspection Staff is empowered to accept direct appeals from employees when appropriate.
- (d) Investigate all reports from employees or other sources of possible violations of CIA's statutory authority.
- (e) Investigate charges and reports of fraud, misuse of funds, conflicts of interest, and other matters involving misfeasance, malfeasance, non-feasance, or violation of trust. In all cases involving possible violations of the U.S. criminal code, the investigation will be limited to developing sufficient facts to determine if a crime has been committed, and whether prosecution may compromise international relations, national security, or foreign intelligence sources and methods. The results of

→Revised: 19 April 1976 (930)

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